

CHAPTER 3

ASSIGNMENT, PURPOSE, AND USE OF MILSPETS TRANSACTION DOCUMENTS

A. GENERAL. This chapter identifies the formats used for reporting MILSPETS transactions to DFAMS. It explains the purpose of each document identifier and contains general information for the origination, preparation, and frequency, as well as special remarks.

B. DOCUMENT IDENTIFIER P1 series includes delivery orders/amendments, requisitions/amendments, redistribution orders/cancellations, and release orders/cancellations.

1. Document Identifier P10, used as a delivery order, is to request delivery of product from a contract source against an active DFSC contract.

a. The P10 delivery order is prepared as required, but not to exceed a calendar month requirement. It is originated by the Service/Agency activity to direct delivery to the activity, by a DFR to effect delivery to a specified DFSP, and by DFSC to direct tanker deliveries. The source document is DD Form 1155.

b. The P10 transaction establishes the link between the originator's document number and related PII N/Order Number /C LIN. Billing data are obtained from this transaction. Contract unit price in this transaction will be compared to latest DFAMS price; if different, a P10 amendment will be computer produced by DFSC and an amended DD Form 1155 furnished the contractor.

2. Document Identifier P10, used as a delivery order amendment, amends a delivery order for product from a contract source against an active DFSC contract.

a. The P10 is prepared, as required, to amend a delivery order submitted to the contractor for delivery of product (e.g., to increase, decrease, or totally cancel a previously ordered/amended quantity, and to request change of data such as CLIN and required delivery date). The originator is the same as P11 delivery order above. The source document is DD Form 1155.

b. The P10 amendment is identified by a sequential order amendment suffix. Sequence controls are incorporated in DFAMS for order amendment suffix. Quantity in the amendment transaction will replace the quantity furnished in the preceding order/amendment.

3. Document Identifier PIY is used to cancel a delivery order. The PIY is prepared, as required, to cancel a previously submitted order in its entirety. It is used only when an entire order quantity is undelivered! The source document is **DD Form 1155**.

4. Document Identifier P11, used as a requisition, is to request product from a **DFSP**.

a. The **P11** requisition is prepared as required, but not to exceed a calendar month requirement. It is originated by the Service/Agency activity to requisition product from a **DFSP**. The source documents are **DD Form 1149, 1348, and 1348-1**.

b. The **P11** requisitions may be submitted to a DFSP for a monthly requirement to be supplied by periodic multiple deliveries (e. g., daily, weekly) or periodic single shipment deliveries throughout the month (e. g., one delivery each week). A **P11** transaction will not be submitted to DFSC (only transactions related to the subsequent shipment/ receipt of requisitioned product are required).

5. Document Identifier P11, used as a requisition amendment, is to amend the previous requisition and substitutes the new requisition quantity. Quantity will be zero for total cancellation. The source document is the same as **P11** requisition above.

6. Document Identifier P12 is used to redistribute **DLA-owned** product from one DFSP to another **DFSP**.

a. The P12 is prepared, as required, by a DFR or DFSC to direct **transfer** of **DLA-owned** product from one DFSP to another **DFSP**. The P12 may be accomplished by message or **DD Form 1348-1**.

b. A P12 transaction will not be submitted to DFSC (only transactions for the subsequent shipment/receipt of product is required).

7. Document Identifier PIB is used to cancel a P12 redistribution order. The DFR or DFSC **prepares** the PIB, as required, by message or **DD Form 1348-1** to request cancellation **of a P12**. The PIB transaction will not be submitted to **DFSC**.

8. Document Identifier P13 is used as a release order for product from a DFSP to a Service/Agency activity.

a. The P13 release order is used, as required, by **the** DFR or DFSC to direct release of **DLA-owned** product from a DFSP to a Service/Agency activity. The P13 may be accomplished by message or **DD Form 1348-1**.

b. A P13 transaction will not be submitted to DFSC for a P13 issued by a DFR. (Only **transactions** for the subsequent shipment/receipt of product are required.) Billing data must be furnished the DFR by ~~the~~ incorporation in the P13 transaction. The DFSC will approve all free issues (signal M in rp 51) of the DLA-owned product from a DFSP and issue the required P13.

9. Document Identifier P1C is used to cancel a P13 release order. The DFR or DFSC prepares the **P1C**, as required, by message or DD Form 1348-1. The **P1C** transaction will not be submitted to DFSC.

10. Document Identifier P14/P15 is used to direct release of DLA-owned product from a DFSP to an activity for reclamation/loan/exchange agreement.

a. The P14 is prepared, as required, by a DFR or DFSC to direct release of DLA-owned product from a DFSP to an activity for reclamation.

b. The P15 is prepared, as required, by a DFR or DFSC to direct release of DLA-owned product from a DFSP to an activity for exchange agreement or loan. The **P14/P15** may be accomplished by message or DD Form 1348-1.

c. A ~~P14~~ or P15 transaction will not be submitted to DFSC. (Only **transactions** for the subsequent shipment/receipt of product are required.)

11. Document Identifier P1D/P1E is used to **cancel** a P14/P15 release order (reclamation/loan/exchange agreement). The DFR or DFSC prepares the **P1D/P1E**, as required, by message or DD Form 1348-1 to request cancellation of a **P14/P15**. The P1D or P1E will not be submitted to DFSC.

12. Document Identifier P18 is used as a release order for release **of** product from a DFSP to a **DRMO**.

a. The P18 is prepared, as required, by a DFR or DFSC to direct **release** of DLA-owned product from a DFSP to a **DRMO**. The P18 may be accomplished by message or DD Form 1348-1.

b. A P18 transaction will not be submitted to DFSC. (Only transactions for the subsequent **shipment** of product to the DRMO is required.)

13. Document Identifier PIH is used to cancel a P18 release order to **DRMO**. The DFR or DFSC prepares the PIH cancellation, as required, by message or DD Form 1348-1. A PIH transaction will not be submitted to DFSC.

14. Document Identifier P19 is used as a DFSP requisition to a Service/Agency obligating of DFSC funds.

a. ~~The~~ P19 is prepared, as required, by a DFSP to report DFSP submission of a requisition to a Service/Agency obligating DFSC funds. The source document is DD Form 1348-1.

b. The P19 transaction is a modified version of the requisition submitted to the source of supply.

c. DOCUMENT IDENTIFIER P2 series includes contractor shipments, DFSP shipments to Service/Agency, reclamation/loan/ exchange agreement, DRMO, laboratory, into-plane issue /de fuel , and diversion order/cancellation.

1. Document Identifier P20 is used for shipment of product from a contractor source.

a. The P20 is prepared, as required, by a contractor or QAR to ship product from a contract source to a DFSP or Service/Agency activity in response to a DD Form 1155 (~~P10~~ delivery order transaction). The ~~P20 will~~ be accomplished on DD Form 250 or 250-1.

b. The ~~P20~~ will contain the contract number abbreviated/ order number /CLIN (and shipment number for other than modes tanker/ barge) as primary controls. The ~~P20~~ transaction will be suspended by DFAMS if a related ~~P10~~ delivery order transaction has not been recorded.

2. Document Identifier P21/P23 is used as a DFSP shipment to a Service/Agency in response to a P11 requisition or P13 DFR release order.

a. The P21 is prepared by a DFSP, as required, to satisfy required delivery date in the P11 to ship DLA-owned product from a DFSP to a Service/Agency activity in response to a P11 requisition.

b. The P23 is prepared by a DFSP, as required, to satisfy required delivery date to ship DLA-owned product from a DFSP to a Service/Agency in response to a P13. The P21 or P23 will be accomplished on DD Form 250, 250-1, 1149, or 1348-1.

c* The document number/suffix codes are the primary controls. Sequential suffix codes will be used to control multiple shipments.

3. Document Identifier P22 is used to ship DLA-owned product from a DFSP to another DFSP in response to a P12. The P22 is prepared, as required, to satisfy required delivery date in P12 redistribution order. The shipment will be accomplished on DD Form 250 or 250-1.

4. Document Identifier P24/P25 is used for DFSP shipment for reclamation, loan, or exchange agreement for DLA-owned product.

d. The P24 is prepared by a DFSP to ship **DLA-owned** product from a DFSP to a Government/commercial activity for reclamation and subsequent return in response to a P14.

b. The P25 is prepared by a DFSP to ship **DLA-owned** product from a DFSP to a designated activity in response to a P15 and subsequent return. The shipment will be accomplished on DD Form 250, 250-1, 1149, or 1348-1.

c. Visibility/control is maintained by DFSC via a temporary special inventory control account until closeout by return receipt transactions and/or special actions.

5. Document Identifier P28 is used by a DFSP to ship **DLA-owned** unusable/contaminated product to a DRMO in response to a P18. The shipment will be accomplished on DD Form 250, 250-1, 1149, or 1348-1.

6. Document Identifier P29 is used by a DFSP, as required, to ship samples in excess of a drum to a Government/commercial testing facility. The shipment will be accomplished on DD Form 250, 250-1, 1149, or 1348-1.

7. Document Identifier P2A/P2B is used by DFSC for into-plane issue or de fuel, as required. The P2A applies to into-plane issues and the P2B applies to de fuel when necessary. The transaction will be accomplished on DD Form 1898.

8. Document Identifier P2D is used for diversion of **DLA-owned** product from an intended consignee to a new consignee.

a. The P2D is used by DFSC to direct diversion of **DLA-owned** product from an intended consignee to a new designated consignee (includes **MSC** tanker CO **NSOL/UNREP**). The P2D is prepared, as necessary to satisfy a required delivery date. The diversion will be accomplished by message.

b. The P2D format will be transmitted by message to the shipper/carrier with information to the intended QAR or DFR. The P2D message will be attached to the original shipping document used by the new consignee to receive the product, and will be used to prepare the required P3D receipt of diverted product transaction.

9. Document Identifier P2E is used to cancel a P2D diversion order. The DFSC or DFR prepares the P2E diversion order cancellation by message, as required, to cancel a P2D diversion order.

D. DOCUMENT IDENTIFIER P3 series includes receipt from contractor Service/Agency, redistribution/order, reclamation activity, loan/exchange agreement, tariff agreement /COCO service contract by a DFSP, ~~diverted~~ product, and all sources via tanker.

1. Document Identifier P30 is used for receipt from a contractor.

a. ~~The P30~~ is prepared by a Service/Agency or DFSP to receive **contractor** furnished product in response to a DD Form 1155 (P10 delivery order transaction). The P30 will be accomplished, as required, on DD Form 250 or 250-1. See P3T for receipts via tanker.

b. The contract number, order number, CL IN, (and SUPAAC for barge/shipment number for other than barge) are primary control fields. A P30 receipt transaction will not be submitted to DFSC for product delivered via tank truck, tank car, local delivery to a Service/Agency FOB origin. Billing for these modes will be based solely on the P20 contractor shipment transaction. The P30 receipt transaction is mandatory for product delivered by barge or pipeline modes of shipment and will be the basis for billing.

2. Document Identifier P31/P33 is used by Service/Agency activities to report receipt of product from a DFSP.

a. The P31 or P33 is prepared by a Service/Agency activity to receive DLA-owned product shipped by a DFSP in response to a P11 or P13 requisition respectively.

b. Section C.2. b. above also applies to P31 and P33. A P31 receipt transaction is mandatory for product delivered by barge/pipeline modes of shipment and will be the basis for billing. See P3T for receipts via tanker.

3. Document Identifier P32 is used for receipt from a DFSP by a DFSP redistribution order in response to a P12. The source document is DD Form 250 or 250-1. A P32 receipt transaction is mandatory for all P22 shipment transactions.

4. Document Identifier P34/P35 is used for receipt from reclamation, loan, or exchange agreement.

a. The P34 is prepared, as required, for receipt of product from a DFSP by a Government/commercial reclamation activity in response to a P14 or for receipt of product from a Government/commercial reclamation activity by a DFSP or Service/Agency in response to a P14.

b. The P35 is prepared, as required, for receipt of product from a DFSP by an activity IAW an exchange/ loan/RIK agreement (in response to a P15) or for receipt of product from an activity by a DFSP or Service/Agency IAW an exchange /loan/RIK agreement (in response to a P25). The source document for the P34/P35 is DD Form 250, 250-1, 1149, or 1348-1.

c* Section C.4. C. above also applies to P34/P35. DFAMS will accommodate return of different product to any DFSP.

5. Document Identifier P39 is used to record receipt from a Service/Agency activity or tariff agreement or COCO service contract by a DFSP.

a. The P39 is prepared, as required, by the DFSP to receive product returns from a Service/Agency activity, to receive materiel requisitioned from a Service/Agency (related to a P19 DFSP requisition transaction), to record injection of additive into a pipeline under terms of a tariff agreement, or to record receipt of additive under a DFSP (C COO) service contract. The source document is DD Form 250, 250-1, 1149, or 1348-1.

b. A P39 credit return transactions (management indicator F) will result in credit billing to the designated activity. The P39 materiel receipt transactions will clear funds obligated by the related P19 requisition transaction.

6. Document Identifier P3D is used to record receipt of diverted product from a DFSP or Service/Agency activity.

a. The P3D is prepared, as required, to report receipt of DLA-owned product diverted by a DFSC or DFR per P2D diversion order. Applies only to tanker (mode Z) receipts. The source document is DD Form 250-1.

b. Section C.8. b. also applies to P3D. A P3D receipt transaction is mandatory for each P2D diversion order transaction, unless canceled by a P2E message/transaction.

7. Document Identifier P3T is used to record receipts from all sources via tanker. The P3T is prepared, as required, by a Service/Agency activity. The source document is DD Form 250-1.

E. DOCUMENT IDENTIFIER P4 series includes physical inventory, inventory adjustment, and condition/identity change.

1. Document Identifier P41 is used to record the physical inventory of DLA-owned product stored by a DFSP.

a. The P41 is prepared monthly by all DFSPs to record the physical inventory of DLA-owned product stored by a DFSP. The source document is DD Form 1348-1.

b. The end-of-month physical inventory of each product stored at each DFSP is mandatory. All DFSP transactions received during the month will be automatically reconciled to the P41 physical inventory quantity of each product. Physical inventory must reflect inventory on hand as of the last calendar day of the month.

2. Document Identifier P42 is used to identify inventory adjustments by DFSP or DFSC for gain or loss of product with the applicable code to identify the reason for the adjustment.

a. The P42 is prepared by a DFSP or DFSC, as required, to record gain or loss adjustments to DLA-owned product stored by a DFSP. The source document is DD Form 1348-1.

b. A gain or loss indicator and type adjustment code identifies the specific reason for gain or loss of product (e.g., "B" identifies spills, line breaks, etc.). See appendix c22 for gain/loss indicator and C62 for type adjustment.

3. Document Identifier P43 is used to identify a change in supply condition or identity of product at a DFSP.

a. The P43 is prepared by a DFSP, as required, to record a change in supply condition or an identity change of DLA-owned product stored by a DFSP. The source document is DD Form 1348-1.

b. The from/to supply condition codes, NSNs, and type identity change codes identify the specific change of supply condition/identity. See appendices C51 and C63 respectively.

F. DOCUMENT IDENTIFIER P5 series include GBL data, ancillary data, and multiple GBL data to establish transportation records for each GBL and provide expense data for payment of US AFAC, Indianapolis.

The P51 is for GBL data, the P52 is GBL data (ancillary), and the P53 is for multiple GBL data. The source document is bill of lading.

G. DOCUMENT IDENTIFIER P6 series include management notices for tanker order notification, delivery order review, missing transaction message, reconciliation review required, DFAMS inquiry to Air Force activities, transaction receipt, and suspense notification.

1. Document Identifier P60 is used to notify a consignee that a delivery order has been prepared by DFSC for tanker delivery to that activity.

a. The P60 is prepared by DFSC, as delivery orders are generated for tanker delivery to a Service or Agency to notify a consignee that a delivery order has been prepared by DFSC-0 for tanker delivery to that activity. This notice applies only to direct delivery to a Service/Agency activity from a contractor. The source document is DD Form 1155.

b. P60 management notice is computer generated and is a virtual image of the related P10 delivery order transaction format input by DFSC-0.

2. Document Identifier P6A is used as a management notice to notify an ordering activity that a delivery order cannot be automatically closed out.

a. The P6A is prepared, as required, by DFSC for the following reasons:

(1) To notify an ordering activity that a delivery order cannot be automatically closed out by DFSC because variance is in excess of established limits.

(2) To notify an ordering activity that total quantity shipped/received exceeds the order before a final shipment indicator has been processed. The source document is DD Form 1155.

b. The P6A management notice is computer generated. The notification indicator(s) (rp 21-22) identify closeout actions required by the ordering activity (see appendix C29). An administrative P10 amendment transaction with amendment number 99 will be computer generated for automatic closeout of an order when the variance is within established limits.

3. Document Identifier P6B is used as a management notice to notify AU TO DIN reporting activity that a missing transaction exists.

a. The P6B is computer generated by DFSC, as required, to notify AU TO DIN reporting activity that a missing transaction exists.

b. The P6B indicates one of the following:

(1) **Missing** TSN for particular month/ **NSN**.

(2) Missing suffix for noted document number.

(3) Missing follow-on transaction (i.e., no receipt against a shipment within specified time period).

4. Document Identifier P6D is used as a management notice to notify a DFSP that **reconciliation** review is required.

a. The P6D is computer generated as a notice of inability by DFSC to complete a DFSP monthly reconciliation due to missing transaction(s) or out-of-tolerance condition (work list is also printed for DFSC management action).

b. The management indicator(s) (rp 21-22) identifies why a reconciliation cannot be completed. The management indicator (see appendix C29) identifies the action required by the DFSP.

5. Document Identifier P6F is used as a management notice to Air Force activities only.

a. The P6F is a **DFAMS** management notice to Air Force activities only. The P6F inquiry transaction provides for recognition and response without manual intervention.

b. The action produced by the computer inquiry are as follows:

(1) Contractor invoice received by Finance and not supported by **DFAMS** records will generate notice. Air Force computer will transmit order (**P10**) and/or receipt (**P30**) transactions.

(2) **Orders** not closed after 45 days will generate notice. Air Force computer will transmit, as applicable, missing **P30** transactions or **P30** change transaction to add final shipment indicator to file.

(3) If **total** shipments/receipts are not within 10% of order, a notice will be generated. Air Force computer will note quantity in P6F card and will, as appropriate, transmit P30 transactions, **P10** amendment transaction, or provide notice to Fuels personnel that order must be amended.

(4) An order without receipts will, after a given time, generate notice. Air Force computer will transmit **P30** receipt transactions, if appropriate.

(5) Certain DFSP shipments will, if a receipt has not recorded, generate a notice. The Air Force computer **will** transmit P31 receipt transactions.

(6) A receipt recorded out of sequence will generate a notice of missing receipts. Air Force computer will transmit missing **P30** receipt transactions.

(7) Certain items suspended or rejected by DFAMS will generate a notice. For example, when a shipment is suspended and unable to record, a notice will be generated to prompt the Air Force computer to transmit an order.

6. Document Identifier P6R is used as a management notice provided to the submitting activity for each MIL SPETS transaction submitted via AU TO DIN. For each MIL SPETS transaction submitted via AU TO DIN and validated/recorded in DFAMS, the submitting activity (DFSP or overseas control point, as applicable) will receive a P6R management notice with all the original data furnished by the submitter, including the last two positions of the original DI in rp 21-22. P6R management notices will be considered the AU TO DIN equivalent of the printed daily transaction registers received and maintained by DFSC-0, and will be filed in TSN sequence (by DFSP/NSN) until the printed monthly Reconciliation Document Register has been received and verified, at which time they will be destroyed.

7. Document Identifier P6S is used as an AU TO DIN management notice to reporting activities to identify suspended transaction(s). The P6S provides a-numeric notification indicator in rp 21-22 to identify reason for the suspension and action required by the submitting activity. (See appendix C29 for notification indicator s.)

H. DOCUMENT IDENTIFIER P9 series includes transaction/sequence/suffix error correction, intransit gain/loss adjustments, capitalization/decapitalization of inventory from/to a Service/Agency, and special inventory control account closeout.

1. Document Identifier P9A is used to identify a transaction, sequence, or suffix error correction.

a. The P9A is prepared by DFSC, as required, to identify and correct errors in transaction sequence, suffix, and missing TSN.

b. The P9A is used to account for transaction sequence numbers inadvertently missed in sequential assignment and to account for missing suffix codes. The source is DFSC files or DD Form 1348-1.

2. Document Identifier P9B is computer generated to account for intransit gain or loss of DLA-owned product between shipment and corresponding receipt transaction.

a. The P9B is computer generated as tanker cargoes are closed out (tanker mode of shipment); as shipment and receipt transactions are matched (other than tanker).

b. The type adjustment (see **appendix C62**) identifies whether the gain or loss percentage is within prescribed limitations (i. e., "H" - within limits; "J" - not within limits; TDR action required).

3. Document Identifier P9C/P9D is used to record gain or loss of DFSP inventories from or to a Service/Agency as a result of capitalization/decapitalization.

a. The P9C is prepared as required by DFSC to record gain of product as a result of capitalization of DFSP inventory from a Service/Agency.

b. The P9D is prepared as required by DFSC to record loss of product as a result of decapitalization of DFSP inventory to a Service/Agency. The source document is DD Form 1348-1.

4. Document Identifier P9E is used by DFSC, as required, for special inventory control account closeout. Applies to DLA-owned product shipped from a DFSP to a Service/Agency or contractor under the terms of a loan, exchange, or reclamation agreement, and the product accepted by DFSC for the same special inventory control account.

I. DOCUMENT IDENTIFIER P (NUMERIC) Z is computer generated by DFSC to reject MI LSPETS transactions.

a. The P (numeric) Z is computer generated by DFSC, as required, to return rejected transactions to the originator or designated activity for correction and re input to DFAMS.

b. The Z (rp 3) is unique to rejects and identifies the transactions as a rejected MI LSPETS transaction returned for correction/reinput. Reject indicator (rp 21-22) identifies the reason for reject and actions required for correction/reinput. The information in rp 1, 2, and 7 represents the document identifier of the transaction being rejected.

J. DOCUMENT IDENTIFIER XEL is used internally by DFSC/DFR to record multiple DFSP tanker/barge shipments from a contractor. The XEL is used to record multiple DFSP tanker/barge shipments from a contractor against a P20 which contains a YDFSPM in rp 45-50. A notification indicator 3 will be generated and sent to DFSC/DFR to notify of multiple consignees, and an XEL is required to designate these consignees. Quantities on applicable consignees must total to equal exactly the quantity on P20 transaction.

K. DOCUMENT IDENTIFIER XMA is used internally by DFSC for GBL data (supplemental entitlement).